

MICHIGAN CONFERENCE UNITED METHODIST WOMEN
HERITAGE DISTRICT
2020 STANDING RULES

The United Methodist Women of the Heritage District shall function in accordance with the Constitution and Bylaws for Local, District, Conference and Jurisdiction Organizations of United Methodist Women National Organization. These Standing Rules are supplementary thereto.

I. LEADERSHIP TEAM and COMMITTEES

- A. Leadership Team shall consist of the elected members: President, who serves as chairperson; Vice President; Secretary; Treasurer; Chairperson of the Committee on Nomination; Mission Coordinators for Spiritual Growth, Education and Interpretation, Social Action, Membership Nurture and Outreach; Communications Coordinator; Secretary of Program Resources; and others: immediate past president; District Superintendent; Michigan Conference Leadership Team members residing in the district organization; historian; cluster conveners; and others specifically related to the programming and work of the District Organization as determined by the Leadership Team.
1. The Leadership Team shall meet at least five times a year at locations agreed upon by the Leadership Team. One meeting shall be in June.
 2. A majority of the elected leaders of the Leadership Team shall constitute a quorum for the transaction of business.
 3. If the President is not present at the appointed time of a called meeting, the Vice President shall convene the meeting. If neither the President nor the Vice President is present, the Secretary shall convene the meeting.
 4. The minutes of all District meetings shall be approved by the Leadership Team. Minutes of the annual meeting of the District United Methodist Women shall be approved at its first subsequent Leadership Team meeting.
 5. The District pledge to mission shall be determined by the Leadership Team upon the recommendation of the Finance Committee at the June meeting.
 6. Members of the Leadership Team shall voucher expenses for subscriptions to Response Magazine.
 7. Leadership Team shall develop and maintain job descriptions for all leaders serving in elected and appointed positions.
- B. Leadership Team
1. The Leadership Team shall consist of the President, Vice President, Secretary, and Treasurer and shall meet at the call of the President only to conduct only emergency business in the interim between meetings of the Leadership Team.
 2. The Leadership Team shall not change declared policy, the budget, or incur indebtedness.
- C. Program Committee:
1. The Program Committee shall consist of the Vice President as Chairperson, President, Secretary, Treasurer, the four Mission Coordinators, Secretary of Program Resources, and Communications Coordinator.
 2. The Program Committee shall meet as necessary to assist in the planning details of Programs to be presented by the District.
 3. By May 15 the District Vice President shall send District annual meeting program plan to the Conference Vice President.

D. Finance Committee

1. The Finance Committee shall consist of the Treasurer as Chairperson, President, Vice President, Secretary, the four Mission Coordinators, Secretary of Program Resources, Communications Coordinator, and Chairperson of the Committee on Nominations.
2. The Finance Committee shall meet at least once a year to discuss the proposed budget and annual pledge to mission recommendations for the following year before the June Leadership Team meeting.

E. Committee on Nomination

1. Committee on Nomination shall consist of the Chairperson and six to eight members.
2. Nominating Committee shall obtain the consent of current officers eligible to continue so serve by personal private contact within 30 days of its first meeting.
3. Members of the Committee on Nomination may attend the Heritage District Leadership Team meetings with voice without a vote.
4. Members shall work throughout the year to recruit women for leadership roles in the Heritage District Leadership Team.
5. The Committee on Nominations shall present a slate of nominees at the June meeting of the Leadership Team. The report of the Committee on Nomination shall become the ballot at the annual meeting to be voted on by the members attending annual meeting. The Ballot shall be distributed to the District membership 30 days prior to the Annual Meeting.
6. A job description of elected and appointed leadership roles shall be kept in a file by the Chairperson of the Committee on Nomination. The Chairperson shall give a job description and these Standing Rules to a prospective leader when asked to serve in that office. She shall also be given a copy of the "By Laws of UMW in the District" located in the UMW Handbook of the current quadrennium.
7. The chairperson shall invite and reserve meal tickets for the new nominees at the Heritage District Annual Celebration/Meeting at District expense.
8. The chairperson shall invite the nominees to attend the last team meeting of the current year.
9. The chairperson shall invite the nominees to attend the Conference Elected Leadership Training at Conference Expense.
10. At the business meeting of the District Annual Celebration/Meeting a ballot shall be presented for election. Nominations from the floor shall be requested. The election shall be by voice vote.
11. A women may be nominated from the floor at the annual meeting if:
 - i. the President is notified at least 24 hours ahead of the meeting
 - ii. the nominee meets the requirements as listed in the current Handbook of the United Methodist Women
 - iii. the nominee has given consent for the nomination
 - iv. is present at the meeting, if possible.
12. Members of the Conference Committee on Nominations residing in the district shall be members of the District Committee on Nomination with voice without a vote.
13. Members of the Committee on Nominations shall recruit cluster conveners and submit their names to the Leadership Team for approval
14. The Heritage District Leadership Team shall reflect the diversity of women throughout the church. Elements of this diversity are age, race, marital status, ethnic, and cultural backgrounds, disabilities, and employment and non-employment.
15. Only laywomen shall serve as elected or appointed leaders of the District.
16. Elected leaders shall take office January 1 following their election.

17. The regular term of office for all elected leaders shall be one year, with the exception of the Committee on Nominations Chair whose term is two years. Six months or more of a year shall constitute a full year.
18. No elected leader shall serve for more than four years in one office with the exception of the Treasurer who may serve for 6 years.

F. Standing Rules Committee

1. The Standing Rules Committee shall be composed of five members: Past President as Chairperson, President, Vice President, Secretary, and Treasurer. Additional persons shall be appointed if needed.
2. The Committee shall meet annually to review the Standing Rules and propose changes when necessary to the Heritage District Leadership Team meeting. Proposed Standing Rule shall be sent to the Michigan Conference Standing Rules Chairperson following approval by the District Leadership Team.
3. The proposed Standing Rules shall be presented and approved at the Heritage District Annual Celebration/Meeting. The Chairperson shall send a copy of the Standing Rules to Michigan Conference Standing Rules Chairperson following the approval at the District Annual Celebration/Meeting.

II. MEETINGS AND PROGRAMS

A. Sales and Announcements at District Events:

1. Sales at the Heritage District Annual Celebration/Meeting or any other District sponsored event of other than United Methodist Women publications and correlated materials must be approved by the District Leadership Team at least one week in advance.
2. No announcements of local church or unit activities shall be made at the Heritage District Annual Celebration/Meeting without advance approval of the Leadership Team.

B. Registration Fees and Cost of Meals at District Events:

1. There shall be a registration fee for District events to cover expenses. The amount of the fee shall be approved by the Leadership Team upon the recommendation of the Program Committee.
2. The suggested cost of meals shall be determined by the Vice President in consultation with the host church according to the events, suggested amounts are:
 - a. Welcoming refreshments not to exceed \$3.00 per person
 - b. Breakfast or brunch not to exceed \$ 7.00 per person
 - c. Luncheon not to exceed \$ 10.00 per person
3. A leader for a two day event shall be paid \$ 150 for three sessions plus mileage, meals, and lodging while in attendance.
4. A leader for a one day event shall be paid \$ 100 for two sessions, plus mileage and meals.

C. Cancellations:

1. Any Leadership Team member who is registered and then is unable to attend any District event shall reimburse the cost to the District unless excused by the President.
2. Persons who cancel after final figures are given to the host group, or who do not honor reservations they have made, shall be expected to pay for their own reservations or send substitutes.

2. Heritage District Annual Celebration/Meeting:

1. Reservations for the Heritage District Annual Meeting/Celebration shall be made by the Vice President for one Pastor and spouse from the host church, the local unit President from the host church, host church personnel participating in the meeting, members of the Leadership Team including the District Superintendent and spouse; the Michigan Conference President, and any program participant.
2. Reservations shall be made by the Chair of the Committee on Nominations for all nominees attending the District Annual Celebration/ Meeting.
3. The speaker at the Heritage District Annual Celebration/Meeting shall receive an honorarium of \$ 100 plus travel expenses, meal and lodging as needed.
4. The host church for the annual meeting shall be allotted up to \$300 total expenses for the following services: accompanist \$50.00, janitorial services \$100.00, sound technician \$75.00, and Special Music \$75.00. Receipts are needed for all reimbursements.
5. Childcare payment shall be provided from the District funds at no lower than \$10.00 per hour per person.
6. The report of the Committee on Nomination shall be the ballot at the annual meeting.
 - a. The voting body at the Annual Meeting shall be all members of United Methodist Women at any organizational level residing in the District and in attendance at the meeting.
 - b. No woman shall be nominated from the floor at the Annual Meeting if she has not given consent for the nomination; and, if possible, is present at the meeting and meets the requirements as listed in the Constitution and Bylaws of the handbook.

3. Workshops, Seminars, and Mission Trips:

1. Workshops, seminars and mission trips must be approved by the Leadership Team.
2. Mission trips shall be in keeping with the PURPOSE of United Methodist Women.
3. The President shall appoint a Director for Mission Trips.
4. Mission trips shall be self-supporting. Participants shall make their own reservations, unless other arrangements have been made, and pay their own expenses.

III. HERITAGE DISTRICT NEWSLETTER

- A. The District newsletter shall be known as Heritage Vine and shall be published three times a year.
- B. All material included shall reflect the PURPOSE of United Methodist Women and shall be subject to the approval of the Editor and the President. The Editor and the President shall determine issue content. The deadline for material shall be set at the time calendar dates are set.
- C. The first issue of the District Newsletter each year shall include the Treasurer's annual report and the fall issue shall include the proposed ballot as submitted by the Committee on Nomination.
- D. The newsletter shall be mailed or electronically transmitted to members of the Leadership Team; to local unit officers; District Superintendent; District Administrative Assistant; District President of United Methodist Men; Conference President and Vice President, and other District Presidents. A copy shall be sent to pastors and to others upon request if the budget allows.

- E. Information sent by the Michigan Conference elected leadership for channeling to local units shall be printed in the newsletter at District expense.

IV. RECOGNITION AND MEMORIALS

- A. Recipients of recognition shall be determined by the President and Treasurer in consultation with the Chairperson of the Committee on Nomination.

- B. The District shall express its appreciation by presenting:
 - 1. A Special Mission Recognition in the amount of \$200 each to honor the President and Treasurer on completion of a term of four years. If she serves less than four years she shall receive a Special Mission Recognition proportionate to the numbers of years served.;
 - 2. A Special Mission Recognition in the amount of \$200 to the Treasurer upon completing an additional two years
 - 3. A Special Mission Recognition of \$100 to honor elected leaders who have completed a four year term;
 - 4. A Special Mission Recognition of \$60 to honor an elected leaders who have served more than one year and less than four years;
 - 5. A Special Mission Recognition of \$40 to honor elected leaders who have served one year.
 - 6. A Special Mission Recognition of \$100 to honor a member of the Committee on Nomination who has served four years and was chairperson for two of those years;
 - 7. A Special Mission Recognition of \$100 to honor members of the Committee on Nomination who have served four years without being chairperson, and \$40 to honor members who serve one year and less than four years;
 - 8. A \$10 Gift to Mission to honor anyone duly elected and installed who leaves office before completion of one year and serves at least six months;
 - 9. An elected leader previously honored in this way shall be given the choice of additional recognition in the ways indicated or a Gift to Mission of a comparable sum.

- C. Special Mission Recognition in the amount of \$60 shall be given to honor the District Superintendent and to honor the spouse upon leaving the superintendency.

- D. Gift in Memory of \$100 shall be sent by the Treasurer, upon consultation with the President, if a current member of the Leadership Team or Past President of the District dies; a \$10 Gift in Memory shall be sent if an immediate member of the family of the Leadership Team member dies.

V. ADMINISTRATION AND MEMBERSHIP DEVELOPMENT FUNDS (A&MD)

- A. The Secretary of Program Resources is authorized to select and purchase three books in each mission category each year for the District library up to the designated amount determined by the budget.

- B. While carrying out her responsibilities for the Heritage District Organization, a member of the Leadership Team may submit a voucher for dependent care of the actual cost up to \$38.00 per day for one-day events. Multiple day situations shall be considered on written request to the President and Treasurer. Local units and families are urged to volunteer to help with this care.

- C. Expenses incurred by the Heritage District Leadership Team that are included in the budget shall be reimbursed by check. Prior approval by the President is required for purchases over \$50.
- D. All expense vouchers shall have receipts attached and shall be presented to the Treasurer for payment and shall have the approval of the President and Secretary. All vouchers shall be received by the Treasurer no later than November 1st.
- E. The District Administration and Membership Development budget for the ensuing year shall be presented by the Finance Committee at the June Leadership Team meeting for acceptance and submitted to the Michigan Conference Finance Committee for approval.

VI. RETENTION AND TRANSFERENCE OF REPORTS, FILES, AND FUNDS

- A. The minutes of all Leadership Team meetings and the annual meetings are kept permanently by the Secretary.
- B. Elected leaders who have retired from office shall give all materials related to their offices, including the Handbook and all directive information received from the United Methodist Women National Organization or the Michigan Conference during the previous four years, to their successors by January 1 unless otherwise negotiated. Financial records may be destroyed after seven years.

VII. PARLIAMENTARY AUTHORITY

- A. A copy of Robert's Rules of Order, Newly Revised, shall govern all deliberations of the Heritage District United Methodist Women in all matters not covered above.

MICHIGAN CONFERENCE UNITED METHODIST WOMEN-HERITAGE DISTRICT

General Information for Elected Leaders

1. District officers shall take office on January 1 following the district annual meeting at which they were elected. The regular term of office shall be one year.
2. No elected leader shall hold the same office for more than four consecutive years with the exception of the Treasurer who may hold the office for six years. Tenure on the Leadership Team shall be limited to a total of eight years, unless a person is elected to serve as District President after having served the eight year tenure. A two-year term as chairperson of the Committee on Nominations shall be in addition to tenure limitations described above.
3. Each elected officer shall be familiar with the Constitution and Bylaws for Local Units, District and Conference Organizations of United Methodist Women, District Standing Rules and Goals of the District.
4. All elected and appointed members of the Leadership Team shall read Response, utilize the National, Conference and District website, and participate in the Reading Program.
5. Each officer shall write for the District Newsletter, Heritage Vine.
6. Each position shall keep materials pertaining to her office for a period of seven years. The outgoing officer shall give all pertinent materials including Constitution and Bylaws and all information received from United Methodist Women, national organization or Conference during the previous four years to her successor by January 1 unless otherwise negotiated.
7. Each elected leader, except the Treasurer, shall prepare a written annual report for the last Leadership Team meeting of the year. The reports shall reflect how each officer contributed to implementing the District goals and fulfilling the duties of her office. The Treasurer submits the appropriate year end reports at the first meeting of the following year.
8. District elected officers are the liaison between the District and local units, and ex officio members of the Leadership Team in their local unit.

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